

2015 ANNUAL PROFESSIONAL SERVICES

PUBLIC NOTICE OF FAIR AND OPEN PROCUREMENT PROCESS

In accordance with New Jersey Local Public contracts Law and N.J.S.A. 19:44A-20.4 et. seq., the Township of Scotch Plains ("Township"), County of Union, a municipal corporation of the State of New Jersey, is soliciting professional services proposals through a fair and open process. The Township will require the following services for the upcoming year beginning January 1, 2015 and ending December 31, 2015: *Municipal Auditor, Municipal Bond Counsel; Municipal Conflict Counsel (to cover conflicts by the Township Attorney on tax appeal and all other municipal matters not handled by special counsel); Municipal Engineer, Municipal Labor Counsel; Municipal Prosecutor, Municipal Prosecutor-Alternate; Municipal Public Defender; Municipal Public Defender-Alternate; Township Attorney; Township Health Insurance Broker/Consultant; Township Physician/Medical Services; Tax Appeal Attorney; Township Planner; and Township Risk Manager/Consultant.*

An original and eight (8) copies of your sealed responses to this request for proposals must be submitted to the Township of Scotch Plains, Office of the Municipal Clerk, 430 Park Avenue, Scotch Plains, New Jersey 07076 by no later than 10:00 AM local prevailing time on Friday, December 19, 2014 at which time and place responses are scheduled to be opened by the Municipal Manager or his designee.

Each sealed envelope containing a proposal shall be plainly marked on the outside to clearly show the specific service for which an individual or firm is submitting a proposal. The proposals will be evaluated by the Mayor and Council of the Township of Scotch Plains and contracts awarded based on (1) individual or firm experience and reputation in the field (a copy of the resume of each individual performing the work is to be included); (2) knowledge of the Township of Scotch Plains and subject matters to be addressed under the contract; (3) availability to accommodate any required meetings; (4) compensation proposal; (5) at least 2 references with address and phone number; (6) a certification that no immediate relative of any principal of the firm is employed by, or serve as elected officials of the Township of Scotch Plains; (7) an explanation as to when each individual performing work received his or her license to practice in this State; (8) a copy of the firm's Certificate of Liability Insurance; (9) a copy of the firm's Business Registration Certificate, and (10) Submission of the information requested in the RFP.

All contracts pursuant to the fair and open process will be awarded by resolution and require a majority vote of the Township Council at a public meeting. In addition to full compliance with N.J.S. A. 19:44A-20.4 et. seq. ("Pay to Play"), individuals or firms awarded contracts under these procedures will be required to comply with N.J.S.A. 10:5-31 and N.J.A.C. 17:27-4 (Affirmative Action and Equal Employment Opportunity), 42 U.S.C. Section 12101 et. seq. (Americans with Disabilities Act of 1990), N.J.S.A. 52:25-24.2 (Disclosure of Ownership) and N.J.S.A. 52:32-44 (Business Registration).

Any questions regarding this notice should be directed to the Township of Scotch Plains, Office of the Municipal Manager, 430 Park Avenue, Scotch Plains, NJ 07076, (908) 322-6700.